

Guidelines for Scheduling Summer Courses Summer 2007

The purpose of these guidelines is to facilitate the building of students' schedules. Following the guidelines will enable students to schedule the maximum number of hours as efficiently as possible with the fewest likely conflicts. Department chairpersons or persons responsible for scheduling classes should consult with others about courses affecting students from several departments. Flexibly scheduled class forms need to be completed for courses that cannot be made to conform to the standard patterns.

The summer schedule will consist of the following sessions: One twelve-week session and two back-to-back six-week sessions, to begin in the first week of the summer (May 21st, 2007); one middle six-week session, to begin in the fifth week of the summer (June 18th, 2007). Deans, department chairs, and professors should note that the middle six-week session is intended for teachers in the public schools, and to avoid scheduling conflicts, it should be not be used for regular undergraduate summer courses. Any summer courses that have previously been offered in eight-week sessions must be converted to six- or twelve-week sessions.

The following pages outline the required contact time and the specific scheduling blocks for six- and twelve-week courses. The formula for calculating total required contact time per class is below:

$$\text{number of credit hours} \times 50 \text{ minutes} \times 15 \text{ (regular semester weeks)} = \text{total required contact time}$$

The formula for calculating the time per day for each class period is below:

$$\frac{\text{number of credit hours} \times 50 \text{ minutes} \times 15 \text{ (regular semester weeks)}}{\text{number of meeting days per week} \times \text{number of weeks}} = \text{minutes per day}$$

SUMMER SCHEDULING GUIDELINES

Total Required Contact Time

Regular Semester Class Hours Per Week*	Minutes	Hours
1 hour	750	12.5
2 hours	1500	25
3 hours	2250	37.5
4 hours	3000	50
5 hours	3750	62.5
6 hours	4500	75

* For lecture classes, semester hours = class hours. Lab classes may have a ratio of 2 or 3 class hours per week per semester hour of credit.

Six-Week Schedules

Regular Semester Class Hours per Week	Days Per Week	Time Per Day	Total
1	1	2 hrs. 15 min (includes one ten-minute break)	12.5 contact hours
2	2	2 hrs. 15 min. (includes one ten-minute break)	25 contact hours
3	3	2 hrs. 15 min. (includes one ten-minute break)	37.5 contact hours
3	2	3 hours 20 min. per day (includes one ten-minute break)	38 contact hours
3	4	1 hour 45 min. per day (includes one ten min. break)	38 contact hours
4	3	3 hours per day (includes one ten-minute break)	51 contact hours
4	4	2 hours 15 min. per day (includes one ten-minute break)	50 contact hours
5	4	2 hours 45 min. per day (includes one ten-minute break)	62 contact hours
5	5	2 hours 15 min. per day (includes one ten-minute break)	62.5 contact hours

Twelve Week Schedules

Regular Semester Class Hours Per Week	Days Per Week	Time Per Day	Total Contact Hours
1	1	1 hour 5 min. per day	13
2	1	2 hours 15 min per day (ten-minute break)	25
2	2	1 hour 5 min. per day	25
3	3	1 hour, 5 min. per day	39
3	2	1 hour, 45 min. per day (ten-minute break)	38
3	1	3 hours, 20 min. per day (ten-minute break)	38
4	4	1 hour 5 min. per day	52
4	3	1 hour, 35 minutes per day (ten-minute break)	51
4	2	2 hours, 15 min. per day (ten-minute break)	50
4	1	4 ½ hours per day (two ten-minute breaks)	50
5	5	1 hour 5 min. per day	65
5	4	1 ½ hours per day (ten-minute break)	64
5	3	1 hour, 55 min. per day (ten-minute break)	63 contact hours

Six Week Scheduling Blocks

Regular Semester Class Hours per Week	M, W, F	T, Th	4 days	5 days
Block I				
1 (1 day)	0800-1015		X	X
2	X	0800-1015	X	X
3	0800-1015	0730-1050	0800-0945	X
4	X	X	0800-1015	X
5	X	X	X	0800-1015
Block II				
1 (1 day)	1030-1245	1100-1315	X	X
2	X	1100-1315	X	X
3	1030-1245	1100-1420	1030-1215	X
4	X	X	1030-1245	X
5	X	X	X	1030-1245
Block III				
1 (1 day)	1300-1515	1430-1645	X	X
2	X	1430-1645	X	X
3	1300-1515	1430-1750	1300-1445	X
4	X	X	1300-1515	X
5	X	X	X	1300-1515
Block IV				
1 (1 day)	1530-1745	X ¹⁵	X	X
2	X	X	X	X
3	X	X	1530-1715	X
4	X	X	1530-1745	X
5	X	X	X	X
Evening				
	One Day	M/W or T/Th	M-Th (4 days)	
1	1800-2015	X	X	
2	1800-2230	1800-2015	X	
3	X	1800-2120	X	
4	X	1800-2230	1800-2015	
5	X	X	1800-2045	

Twelve Week Scheduling Blocks

Regular Semester Class Hours per Week	M, W, F	T, Th	4 days	5 days
Block I				
1 (1 day)	0800-0905		X	X
	0915-1020			
2 (1 day)	0800-1015		X	X
3	0800-0905	0800-0945 (2 days)	X	X
	0915-1020	0730-1050(1 day)		
4	0800-0935	X	0800-0905	X
			0915-1020	
5	0800-0955	X	0800-0930	X
Block II				
1 (1 day)	1030-1135		X	X
2 (1 day)	1030-1245		X	X
3	1030-1135	1100-1245 (2 days)	X	X
	1145-1250	1100-1420 (1 day)		
4	1030-1205	1100-1315	1030-1135	X
			1145-1250	
5	1030-1225	X	1030-1200	X
Block III				
1 (1 day)	1300-1405		X	X
2 (1 day)	1300-1515		X	X
3	1300-1405	1430-1615 (2 days)	X	X
	1415-1520	1430-1750 (1 day)		
4	1300-1435	1430-1645	1300-1405	X
			1415-1520	
5	1300-1455	X	1300-1430	X
Block IV				
1 (1 day)	1530-1635		X	X
2 (1 day)	1530-1745		X	X
3	X	X	1530-1715	X
4	X	X	1530-1745	X
5	X	X	X	X
Evening				
	One Day	M/W or T/Th	M-Th (4 days)	
1	1800-1905	X	X	
2	1800-2015	X	X	
3	1800-2120	1800-1945	X	
4	X	1800-2015	X	
5	X	1800-2045	1800-1930	